



## LANDSCAPE PLAN SUBMITTAL INFORMATION AND CHECKLIST

Landscape plans are required to be submitted for Art Jury review. This is not only for new construction projects but applies to all changes or additions to hardscape as well as installation or removal of trees and plant materials. Proposed landscaping must be completed within six months after obtaining final approval for occupancy or prior to the expiration of Art Jury approval (18 months). Extensions may be considered on a case by case basis and will be assessed a fee.

Generally, submission of the items described on the checklist below will constitute a complete application. Depending on the nature and complexity of the project additional information will be required, in particular with a rather small project, not all the items listed below will be required, or sheets may be combined. Applicants are encouraged to consult with PVHA staff for exception to any requirement listed below.

### GENERAL APPLICATION REQUIREMENTS

- Completed application
- Review fees paid
- Site photos (8.5x11) of entire property, all sides of existing buildings, and view from street(s)
- Plan set 24" x36" size sheets including a site survey when deemed necessary. Digital files may be requested as supplemental submittal.
- Drawings must be legible, neat, and clearly labeled
- Site Plan based on a current survey
- Palos Verdes Art Jury notes

### INFORMATION REQUIRED ON PLANS

#### SITE PLAN/SURVEY

- 1/8" scale survey, or site plan based on survey, (signed within 2 years) entire site on one sheet.
- North arrow
- Property lines
- Show Existing conditions  
(i.e.: locations of existing structures, walls, fences, trees and hardscape elements driveway, curb cuts, adjacent streets, alleys, rights of way, parkland, walks, unimproved areas)
- Existing contours 2' interval minimum
- Top of curb or edge of street called out.
- Location and dimensions of easements
- Required and actual setbacks

## LANDSCAPE PLAN SUBMITTAL CHECKLIST (Continued)

### HARDSCAPE PLAN (24"x36" drawing sheet)

- 1/8" scale site plan (entire property on one sheet)
- North Arrow
- Property lines clearly marked
- 2' contour interval minimum
- Required and actual setbacks: front, rear, and both sides
- Locations and dimensions of easements
- Street(s)
- Clearly identify existing conditions to remain and proposed changes
- Lot coverage calculations; City of PVE required plan check information to be completed and printed on hardscape plan
- Label all top of walls, natural grades, and finished grades. Provide spot elevations of adjacent surfaces and top of walls and curbs.
- Provide detail sheet with dimensions and elevations of all significant elements
- Dimension hardscape elements and structures on plan
- Provide cross section through significant elements and grade changes
- No keynotes. All materials to be called out by type, color, finish, etc. Samples and/or true color images will be required
- Structural, Grading and Drainage sheets as required per project basis.

### PLANTING PLAN (24"x36" drawing sheet)

- 1/8" scale site plan (entire property on one sheet)
- North Arrow
- Required and actual setbacks: front, rear, and both sides
- Locations and dimensions of easements
- Property line clearly marked
- Street(s)
- Label all top of walls, natural grades, and finished grades. Provide spot elevations of adjacent surfaces and top of walls and curbs.
- Existing trees: Identify and label trees to remain and trees proposed to be removed.  
Tree Removal or Replacement: Proposed removal of existing trees must be submitted as part of the project for review and approval by the PVHA prior to commencing any site work.
- Planting Legend; quantity, container size, arrangement, botanical name, common name, mature size (height x width) of all plant materials including existing trees to remain.
- Planting detail sheet
- Art Jury Landscape maintenance note include on drawings  
Landscape Note: As a condition of approval of this landscape plan, the applicant agrees that all planting that grows to a height that becomes a view obstruction, must be trimmed by the property owner of the planting. Any planting or hardscape proposed within the City right of way requires approval by the city.

**COMPLETE SUBMITTALS WILL EXPEDITE PROJECT REVIEW**